DDA SUBJECT FILE COPY

DDA 88-0251 29 January 1988

R. M. Huffstutler Deputy Director for Administration SUBJECT: Weekly Report for Period Ending 29 January 1988 1. The Corporate Data Personnel System, developed by the Office of Information Technology, has reached initial operating capability. Personned at available in this system will provide a foundation for future developm of the Agency's Corporate Data Program. 3. The Office of Security, at the request of the Department of State, will send a team to Moscow to inspect copiers which will be used for classified processing during Secretary Shultz's visit in February. 4. Twenty members of the Office of Medical Services (OMS) completed two-day training program conducted by the Hazelden Foundation of Center Cimbinnesota. This workshop is designed to sharpen professional skills in the assessment and diagnosis of alcohol and drug abuse. ALL PORTIONS SECRET					
1. The Corporate Data Personnel System, developed by the Office of Information Technology, has reached initial operating capability. Personne data available in this system will provide a foundation for future developm of the Agency's Corporate Data Program. 3. The Office of Security, at the request of the Department of State will send a team to Moscow to inspect copiers which will be used for classified processing during Secretary Shultz's visit in February. 4. Twenty members of the Office of Medical Services (OMS) completed two-day training program conducted by the Hazelden Foundation of Center Cimminnesota. This workshop is designed to sharpen professional skills in the assessment and diagnosis of alcohol and drug abuse.	ROM:	R. M. Huffstutler			
1. The Corporate Data Personnel System, developed by the Office of Information Technology, has reached initial operating capability. Personne data available in this system will provide a foundation for future developm of the Agency's Corporate Data Program. 3. The Office of Security, at the request of the Department of State, will send a team to Moscow to inspect copiers which will be used for classified processing during Secretary Shultz's visit in February. 4. Twenty members of the Office of Medical Services (OMS) completed two-day training program conducted by the Hazelden Foundation of Center Cim Minnesota. This workshop is designed to sharpen professional skills in the assessment and diagnosis of alcohol and drug abuse.		Deputy Director for	r Administration		:
Information Technology, has reached initial operating capability. Personne data available in this system will provide a foundation for future developm of the Agency's Corporate Data Program. 3. The Office of Security, at the request of the Department of State will send a team to Moscow to inspect copiers which will be used for classified processing during Secretary Shultz's visit in February. 4. Twenty members of the Office of Medical Services (OMS) completed two-day training program conducted by the Hazelden Foundation of Center Cip Minnesota. This workshop is designed to sharpen professional skills in the assessment and diagnosis of alcohol and drug abuse.	SUBJECT:	Weekly Report for	Period Ending 29 Jan	uary 1988	* .
Information Technology, has reached initial operating capability. Personne data available in this system will provide a foundation for future developm of the Agency's Corporate Data Program. 3. The Office of Security, at the request of the Department of State will send a team to Moscow to inspect copiers which will be used for classified processing during Secretary Shultz's visit in February. 4. Twenty members of the Office of Medical Services (OMS) completed two-day training program conducted by the Hazelden Foundation of Center Cip Minnesota. This workshop is designed to sharpen professional skills in the assessment and diagnosis of alcohol and drug abuse.					•
will send a team to Moscow to inspect copiers which will be used for classified processing during Secretary Shultz's visit in February. 4. Twenty members of the Office of Medical Services (OMS) completed two-day training program conducted by the Hazelden Foundation of Center Cimerota. This workshop is designed to sharpen professional skills in the assessment and diagnosis of alcohol and drug abuse.	Information Techi data available i	nology, has reached this system will	initial operating o provide a foundation	apability. Pe	rsonne.
will send a team to Moscow to inspect copiers which will be used for classified processing during Secretary Shultz's visit in February. 4. Twenty members of the Office of Medical Services (OMS) completed two-day training program conducted by the Hazelden Foundation of Center Cip Minnesota. This workshop is designed to sharpen professional skills in the assessment and diagnosis of alcohol and drug abuse.	The figure of	, orbota			
will send a team to Moscow to inspect copiers which will be used for classified processing during Secretary Shultz's visit in February. 4. Twenty members of the Office of Medical Services (OMS) completed two-day training program conducted by the Hazelden Foundation of Center Cip Minnesota. This workshop is designed to sharpen professional skills in the assessment and diagnosis of alcohol and drug abuse.					
will send a team to Moscow to inspect copiers which will be used for classified processing during Secretary Shultz's visit in February. 4. Twenty members of the Office of Medical Services (OMS) completed two-day training program conducted by the Hazelden Foundation of Center Cimminnesota. This workshop is designed to sharpen professional skills in the assessment and diagnosis of alcohol and drug abuse.					
will send a team to Moscow to inspect copiers which will be used for classified processing during Secretary Shultz's visit in February. 4. Twenty members of the Office of Medical Services (OMS) completed two-day training program conducted by the Hazelden Foundation of Center Cimminnesota. This workshop is designed to sharpen professional skills in the assessment and diagnosis of alcohol and drug abuse.					
will send a team to Moscow to inspect copiers which will be used for classified processing during Secretary Shultz's visit in February. 4. Twenty members of the Office of Medical Services (OMS) completed two-day training program conducted by the Hazelden Foundation of Center Cimminesota. This workshop is designed to sharpen professional skills in the assessment and diagnosis of alcohol and drug abuse.	2 mb - :055	ica of Cognity at	the request of the	Department of	State,
4. Twenty members of the Office of Medical Services (OMS) completed two-day training program conducted by the Hazelden Foundation of Center Cip Minnesota. This workshop is designed to sharpen professional skills in the assessment and diagnosis of alcohol and drug abuse.	3. The UII	to Moscow to inspe	ct copiers which wi	ll be used for	
4. Twenty members of the Office of Medical Services (OMS) completed a two-day training program conducted by the Hazelden Foundation of Center Cid Minnesota. This workshop is designed to sharpen professional skills in the assessment and diagnosis of alcohol and drug abuse.	wlli send a team classified proce	ssing during Secret	ary Shultz's visit	in February.	
two-day training program conducted by the Hazelden Foundation of Center Cit Minnesota. This workshop is designed to sharpen professional skills in the assessment and diagnosis of alcohol and drug abuse.				(0)(0)1	
Minnesota. This workshop is designed to sharpen professional skills in the assessment and diagnosis of alcohol and drug abuse.	4. Twenty	members of the Offi	ce of Medical Servi	ces (UMS) compa adation of Cent	er Cit
assessment and diagnosis of alcohol and drug abuse.	two-day training	workshop is design	ed to sharpen profe	ssional skills	in the
- MARIE 100-15	WITHDACATA TAIS	Hothonop as accus.			
ALL PORTIONS SECRET	minnesora. inis assessment and d	iagnosis of alcohol	and drug abuse.		
ALL PORTIONS SECRET	assessment and d	iagnosis of alcohol	and drug abuse.		
ALL PORTIONS SECRET	assessment and d	iagnosis of alcohol	and drug abuse.		
ALL PORTIONS SECRET	minnesota. This assessment and d	iagnosis of alcohol	and drug abuse.		
ALL PORTIONS SECRET	assessment and d	iagnosis of alcohol	and drug abuse.		
ALL PORTIONS SECRET	minnesota. Inis	iagnosis of alcohol	and drug abuse.	. 6	
ALL PORTIONS SECRET	minnesota. Inis	iagnosis of alcohol	and drug abuse.	- Chillippi	
ALL PORTIONS SECRET	minnesota. Inis	iagnosis of alcohol	and drug abuse.	The Control of the Co	
	minnesota. Inis	iagnosis of alcohol	and drug abuse.	100-1	5
	assessment and d		and drug abuse.	100-1	5
	assessment and d		and drug abuse.	100-1	5
	assessment and d		and drug abuse.	100-1	5
· · · · · · · · · · · · · · · · · · ·	assessment and d		and drug abuse.	100-1	5
	assessment and d		and drug abuse.	100-1	5

.

SECRET

6. The Office of Personnel (OP) sponsored the first Career Transition Workshop, which included resume writing, interviewing, and job search techniques to aid officers in the transition from Agency employment to a second career in private industry.

7. The week of 11 January OP processed a record number of health insurance claims. This is part of the continuing effort to reduce the inventory of 1987 claims, the last ones to be processed manually.

R. M. Huffstutler

25X1

25X1

2

25X1 da:29 January 88 (weeklib) ORIG: DDA/MS Distribution: O - DCI 1 - DDCI 1 - EXDIR 25X1 1 - OCA 1 - EA. DA OD 1 - SSA/DDA 1 - DDA/CMS 1 - DDA/MS 1 - DDA/EEO 1 - ISD 1 - RPD 1 - DDA Subj 1 - WFD Hold

1 - EA Subj

3